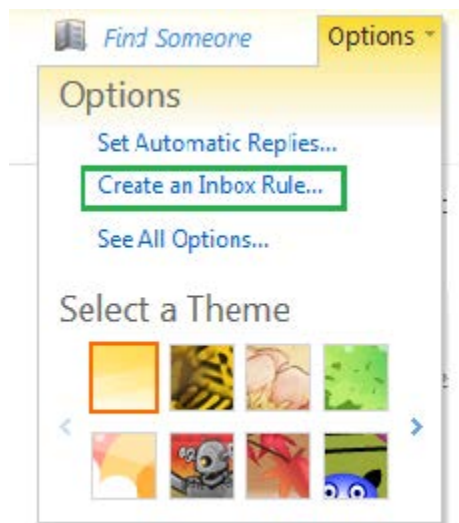


Redirecting Interlibrary Loan Messages From Your W&M email To Your VIMS email Account

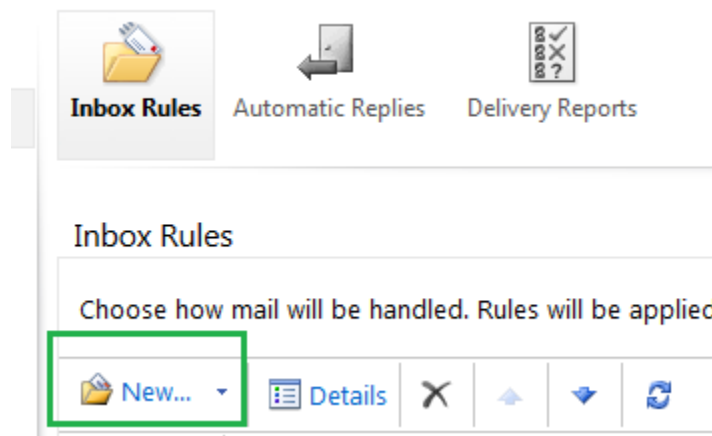
Go to <http://owa.wm.edu>

DO NOT select the light version.

Look for the OPTIONS drop down in the upper right corner and select the Create an Inbox Rule

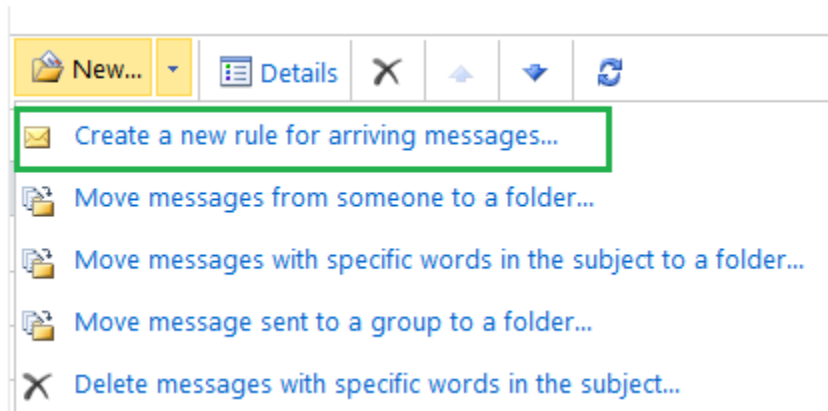


Select "New"



Redirecting Interlibrary Loan Messages From Your W&M email To Your VIMS email Account

- Select “Create a new rule for arriving messages”



- Select “It was received from” AND “select people”

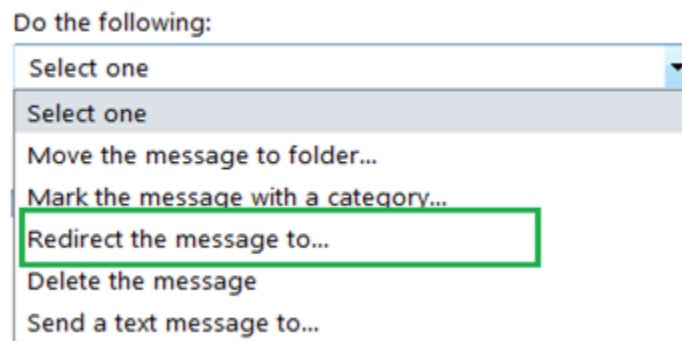
New Inbox Rule

*Required fields

Apply this rule...




- Type in “swemdocdelivery@wm.edu” in the select people area. This will show as Swem Library.
- In the Do the Following select “Redirect the message”



Redirecting Interlibrary Loan Messages From Your W&M email To Your VIMS email Account

- Add your VIMS email

Message recipients:

To ->  ENTER YOUR VIMS EMAIL ADDRESS

- Your rules should display, be sure to SAVE


Apply this rule...

* When the message arrives, and:

'Swem Library'

Do the following:

'name@vims.edu'

 More Options...



 Save |  Cancel

- Now make a second redirect with this address “sweill@wm.edu” and your email in the redirect.

All interlibrary loan messages to you will be forwarded to your VIMS email account.

You can add more options, such as having the messages deleted from the W&M account when they are redirected.